

NATIONAL DIGITAL NEWSPAPER PROGRAM

Mailing Instructions for Duplicate Print Negatives Microfilm Deposit

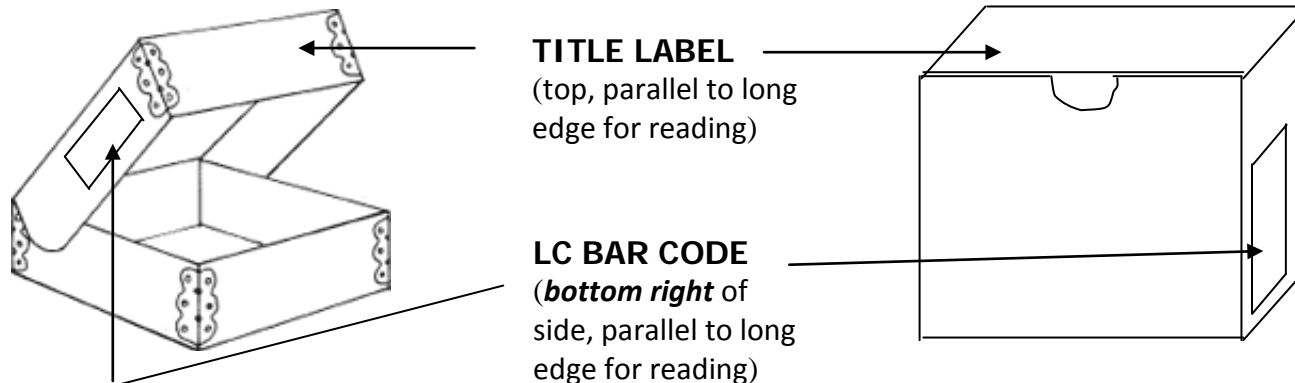
All printing negatives submitted as NDNP deliverables should be:

- Second-generation (2N) duplicate silver negative 35 mm. microfilm, made from the camera master and used for scanning
- Stored in archival-quality storage containers (either clamshell or front-opening)
- Labeled with appropriate barcode (note: barcode MUST be same number used in digital data submitted)
- Labeled as follows:
 - Title
 - Place of publication (state, city)
 - Date range on reel
 - Contributing institution name (awardee)
- Place label on upward front-face of box (clamshell or flap-opening).
If necessary, continue label information on typed acid-free insert.
- Place barcode on side-face of box **along the bottom right side**. See below.

DELIVER MICROFILM TO:

(NOTE: THIS IS DIFFERENT THAN DATA DELIVERY. If your film is shipped to LC's Washington DC address it will be irradiated and ruined. **DO NOT SHIP FILM to DC address.**)

Attn: Deborah Thomas
Library of Congress
c/o PRESERVATION REFORMATTING DIVISION
1701 Brightseat Road
Landover, MD 20785-3767



Correct Barcode Placement



Affix LC-provided barcodes to the bottom right corner leaving space as shown.

Incorrect Barcode Placement

